

**Town Meeting Coordinating Committee  
Presentation Subcommittee Meeting Minutes  
Wednesday, March 21, 2012**

The meeting was called to order at 11:10 am by Mary Streeter, TMCC Vice Chair, in the Community Room at Town Hall.

**Subcommittee Members In Attendance:** Pat Holland, Alan Powell, Mary Streeter

**Agenda**

- Discussion of procedures for Town Meeting presentations
- Updates on feedback from town and Amherst Media staff
- Continue developing written guidelines for text and visual presentations
- Discuss next steps, people to contact, etc.
- Approve minutes of 3/14/2012

**Minutes**

Pat moved and Alan seconded to approve the minutes of March 14, 2012.

**Discussion:**

Alan reported on his conversation about spotlights with Brian Ecclestone. Brian will explore re-aiming the center spotlights which are four to a switch. Pat said that a previous presenter believed her photos did not display well due to the lighting.

We continued drafting "Guidelines for Effective Visual Presentations at Town Meeting".

Kris Pacunas joined us briefly to answer questions. The overhead projector, also known as a digital imager, can be placed immediately to the left of the podium. The glass plate is 14" x 14" and the aspect ratio of the large screen is 4 x 3. TMCC should ask Amherst Media about the possibility of a cordless microphone at the podium. A presenter's personal equipment such as a pc or mac, iPad 2 or later, and iPhone 4 or later can all be accommodated, some with an adapter that will be available at Town Meeting. A video to be displayed on Town or Amherst Media equipment must be on a DVD that can be played on a DVD player, otherwise the sound will not work due to the currently available cables. Kris urged people with any questions related to making visual presentations at Town Meeting to feel free to contact him.

**Assignments**

**Alan** – will discuss lighting issues with Jim Lescault of Amherst Media.

**Mary** – will type minutes and proofread guidelines.

**Pat** – will distribute copies of the guidelines for feedback at tomorrow's TMCC meeting.

**Kris** will review the draft guidelines and offer feedback as needed.

**Next Meetings**

Our next meeting will be on Thursday, March 22, 2012 at 3:00 pm in the First Floor Meeting Room at Town Hall.

**Adjournment**

A motion was made to adjourn at 1:10 pm. Voted unanimously.

**Documents Distributed**

- Agenda
- Minutes of March 14, 2012

Respectfully submitted by Mary Streeter  
Approved April 2, 2012